



Unit Supervisor - Pretrial

Details

Job ID : 244

Title : Unit Supervisor - Pretrial

Job Code : 1220

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR COORDINATION AND SUPERVISION WITHIN A 24/7 PRETRIAL SERVICES OPERATION

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE IN PRETRIAL SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY AND CUSTOMER SERVICE EXPERIENCE PREFERRED OR AN EQUIVALENT COMBINATION OF BOTH

Job Duties

- COORDINATE AND SUPERVISE THE STAFF
- IMPLEMENT AND ENFORCE CENTRAL OFFICE DIRECTIVES
- INFORMS CENTRAL OFFICE OF LOCAL OFFICE NEEDS AND PROBLEMS
- SUPERVISE THE CONDITIONAL RELEASE AND DIVERSION PROGRAMS WITHIN THE OFFICE
- PARTICIPATE IN THE TRAINING OF NEW EMPLOYEES
- SOME TRAVEL IS REQUIRED
- OTHER DUTIES AS ASSIGNED